



Audit & Risk Committee Independent Member

- Expressions of interest sought
- Three year term
- Volunteer position

Geelong Cemeteries Trust (GCT) is seeking expressions of interest from suitably qualified persons to become an independent member of the GCT Audit & Risk Committee for a three year term.

Responsibilities:

- Accounting, financial management and financial reporting
- Risk management
- Information systems and technology
- Internal and external audit
- Monitoring compliance with policies, laws and regulations

Applicants would ideally have skills, experience and qualifications in one or more of the following areas:-

- Current Board experience
- Current Financial experience
- SME systems
- Corporate governance
- Audit
- Strategic financial planning
- Business improvement
- Risk based financial management

Applicants must be able to attend meetings that are held up to five (5) times per year during normal business hours in line with the annual work plan. (Copy attached)

For further information please contact Trevor Colbert, Manager - Finance & Administration. Tel: 5249 3939

Applications must demonstrate how your experience meets the above criteria.

Applications close COB Friday 20 December 2019 and should be emailed to Trevor Colbert tc@gct.net.au

AUDIT & RISK COMMITTEE – ANNUAL WORK PLAN

CATEGORY	DETAILS
FEBRUARY	
External Audit	Consider Audit Arrangement Letter, Audit Strategy and Interim Audit
Internal Audit	Review and Approve Memorandum of Audit Planning(MAP)
Self-Assessment Review	Finalisation of questionnaire and setting of timelines for return
Reports & Publications	Consideration of Newsletter provided by Internal Auditors
Internal Audit Matters	Review of outstanding issues from Internal Audits
Policies Review	Ongoing Review of Policies and Procedures
Compliance	Review and Consideration of Compliance Register
Risk Management	Review of incidents, policies, Framework and Register
OH&S	Review minutes of OH&S Meeting and any issues raised
MAY	
External Audit	Consideration of Interim Audit Management Letter and respond if required
Internal Audit	Consideration of Internal Audit Report and respond if required
Internal Audit	Meet with Internal Auditors to develop Annual Internal Audit Plan
Self-Assessment Review	Consideration of Responses and Report to Trust
Reports & Publications	Consideration of Newsletter provided by Internal Auditors
Internal Audit Matters	Review of outstanding issues from Internal Audits
Policies Review	Ongoing Review of Policies and Procedures
Compliance	Review and Consideration of Compliance Register
Risk Management	Review of incidents, policies, Framework and Register
OH&S	Review minutes of OH&S Meeting and any issues raised
JULY & AUGUST	
External Audit	Authorisation of Financial Statements & Discussions with Auditors
Internal Audit	Review and Approve Memorandum of Audit Planning(MAP)
Reports & Publications	Consideration of Newsletter provided by Internal Auditors
Internal Audit Matters	Review of outstanding issues from Internal Audits
Annual Report	Report of Operations for past 12 months to include in Annual Report
Policies Review	Ongoing Review of Policies and Procedures
Compliance	Review and Consideration of Compliance Register
Risk Management	Review of incidents, policies, Framework and Register. Annual Attestation.
OH&S	Review minutes of OH&S Meeting and any issues raised
NOVEMBER	
External Audit	Review Closing Report and Management Letter and respond if required
Internal Audit	Consideration of Internal Audit Report and respond if required
Reports & Publications	Consideration of Newsletter provided by Internal Auditors
Internal Audit Matters	Review of outstanding issues from Internal Audits
Committee Charter	Review of Committee Charter (bi-annual)
Policies Review	Ongoing Review of Policies and Procedures
Compliance	Review and Consideration of Compliance Register
Compliance	Summary of Financial Management Compliance Framework annual return
Risk Management	Review of incidents, policies, Framework and Register
OH&S	Review minutes of OH&S Meeting and any issues raised

Other Matters:

Legislative Changes – as they occur. E.g. New Standing Directions, Accounting Policies, Acts etc.
 Insurance Policies – Review of current Insurance Policies with VMIA to ensure adequate cover is maintained.

Annual “Disaster Recovery Program” report from Think Technology.